

JSA
JUNIOR STATE
OF AMERICA



THE JUNIOR
STATESMEN
FOUNDATION

The Pacific Northwest Junior State Cabinet Application

Governor

Issy Figueroa
Interlake High School- 2011
425-577-3762
ifigueroa@jsa.org

Lieutenant Governor:

Sam Copperam
Skyline High School-2011
425-943-1615
scopperam@hotmail.com

GPR Mayor

Matt Sekijima
Issaquah High School-2011
425-246-3918

Program Director

Steve Bayne
650-347-4777
sbayne@jsa.org

The Junior Statesmen Foundation
800 S Claremont Street, Suite 202
San Mateo, CA 94402
Direct 650.393.7638
800.334.5353 ext 244 650.347.1600
fax 650.347.7200



State Cabinet Positions

****Applications are due Friday June 25th. Late applications will not be considered.****

Please send a printed copy to

Issy Figueroa
14706 NE 40th St #207
Bellevue, WA 98007

Please send a copy of your application electronically as well. ifigueroa@jsa.org
You will be notified of your cabinet position the first week of August. If you have any questions, comments or concerns please contact me at (425) 577 3762 or at ifigueroa@jsa.org

(Please type of print neatly)

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (____) _____ -- _____ Cell Phone: (____) _____ -- _____ Text

Messaging (YES/NO)

Email Address: _____

Facebook Name: _____

School Name : _____ Graduation Year: _____

Best Time to Call: _____ Latest Time to Call: _____

Desired Cabinet Position

1. _____
2. _____
3. _____

If you do not receive one of your top three choices, would you like to be considered for another position?

(Circle One) YES NO

Step Two: Please write a short essay (preferably typed) which answers the following questions:

- What was your main attraction to JSA? When did you know you were “hooked?”
- Why do you want to become more involved in this organization as a cabinet member?
- What are you unique qualities and attributes that you could bring to the state cabinet?
- What experiences in JSA have you had?

Step Three: Please answer the questions that are outlined in the job description for your top three choices of cabinet positions. For you first choice, please include a paragraph outlining why you are the best applicant for that specific job. **Steps two and three should not exceed two pages.**



Step Four: Answer two of the three following Questions:

1. What does JSA mean to you?
2. If you could spend a year anywhere in the world with anyone, where would you go and who would you choose?
3. Favorite musical artist?

Cabinet Positions:

*PLEASE NOTE: the estimated work times may fluctuate during times of upcoming conventions or other regional events. During these times, the amount of work time will increase. Please keep this in mind when applying.

***These are Executive Cabinet positions. Before being chosen for this position, you will be contacted by Issy for a brief phone interview before the final decision is made.*

Governors Cabinet

Chief of Staff**

Estimated Work Time: 5 hours per week

The Chief of Staff is the Governors right hand. He or she must have the passion and drive to work in every aspect and department of the state and have the ability to work with all sorts of people. He or she will help the Governor in overseeing the entire state and take on tasks on every level when needed.

Director of Logistics

Director of logistics will work closely with the convention department in regards to the logistics of every conventions. This will entail sharp attention to detail and motivation to work without very much direction. He or she will also work with other departments if they need extra help.

Chapter Affairs Department:

The Chapter Affairs Department works to keep the chapters informed of what is going on in the state. They are the liaison between Cabinet and the Chapters. They are in constant communication with Chapter Presidents to ensure strong communication in the state.

Chapter Affairs Director**:

Estimated work time: 6 hours per week (one per day)

As Chapter Affairs Director, you are responsible for running the department and ensuring all work is done efficiently and thoroughly. You will write, distribute, and collect all assignments given out to agents. It is your job to keep track of dying chapters and work hard to make sure that they have the adequate support to get back on their feet. You will also be in charge with ensuring that agents are in constant contact with new chapters to ensure positive growth.



Assistant Chapter Affairs (A.C.A) Director

Estimated work time: 6 hours per week

The Assistant Chapter Affairs Director will be the right hand man/woman to the Chapter Affairs Director. You will work with the other department heads and Cabinet members to ensure that the weekly phone calls and emails have the necessary information.

Chapter Internal Affairs Agents

Estimated Work time: 3 hours per week

As a CIA Agent, you will be making weekly calls to a school that fits one of the categories above. Every two weeks (one week every month before a convention) your Chapter Affairs director will send you an assignment telling you the information the chapter president needs to know. As a CIA Agent it will be your job to understand the problems this chapter faces and work tirelessly to help them solve their problems. You should be sociable and organized. At the end of every week you will need to pass on a detailed report to the Chapter Affairs director.

Special Question: If the Chapter President you are assigned to is not answering his or her phone, or not making themselves available, what steps will you take to ensure that he or she, along with the chapter, have the support that they need?

Convention Department

Convention Coordinator**:

Estimated Work time: 8+ hours per week

As the Convention Coordinator, you will work closely with the governor as well as the Director of Debate to aid in convention planning. You will be required to coordinate all aspects of the convention, from writing the agenda to finding keynote speakers. You should be creative, energetic and self-disciplined. This person must be well organized and have the ability to not only communicate with other department heads, but those in their department. Previous experience in JSA cabinet is required.

Assistant Convention Coordinator:

Estimated work time: 6+ hours per week

As the Assistant Convention Coordinator, you will help the Convention Coordinator with convention planning. You will be responsible for the logistics of the convention, and anything else the Convention Coordinator may need help with. The Assistant Convention Coordinator should be well organized, creative and have the ability to work with a variety of people. They will also be in charge of planning Spring State after much training in the year's previous conventions.

Director of Social Activities:

Estimated Work Time: 2 per week

As the Director of Social Activities, you are responsible for all of the nighttime activities at the convention. This includes but is not limited to Quiz Bowl, JSA Café, Mr./Mrs. JSA, the poker tournaments, the talent show and THE DANCE! You must plan the activities prior to the convention and inform the chapter presidents so they can inform their delegates. Creativity is the



most important skill for this position as well as a friendly and outgoing personality. You will work with the Convention Coordinator to make sure that all of the activities get into the agenda.

Summer School Liaison

Estimated Work time: 2 hours

As the Director of Summer Promotions, you will publicize and promote JSA Summer School and JSA Symposium. You will host the Summer School breakfast at each convention, as well as speak to delegates during the convention about why they should attend. Summer School Liaison must have attended a Summer School Program.

Director of New Member Affairs:

Estimated Work Time: 2 hours

As Director of New Member Affairs, your job will be to engage all those new to conventions and the underclassmen. You will be in charge of recruiting these new members into leadership positions and explaining why they should be more involved in JSA. You will also plan events for these new members which could include but is not limited to evening pizza/ desert parties, mixers and dinners.

Director of Publicity

Estimated work time: 3 hours

The Director of Publicity will formulate and execute plans to gain JSA media coverage and generally expedite relations between JSA and the general public. He/she will send out press releases of JSA events often in order to publicize JSA. This person will ensure that the state website is updated by the Website Manager. The Governor will request a press release after every convention to send out to local media. This student should be outgoing, efficient and creative.

The Debate Department

Director of Debate Logistics**:

Estimated Work Time: 6+ per week

The Director of Debate is responsible recruiting a talented and diverse group of debaters. The DoDL is responsible for organizing and providing research on all the debate resolutions to both novice debaters and interested delegates at the convention to aid them with speech-planning. They must be able to keep a database regarding who will be debating at the upcoming convention and have the ability to work with the Convention Coordinator and organize the work of the Debate Researchers. This person must be very organized and enjoy motivating people to work hard. A love for debate is also an absolute must.

Director of Debate Resolutions:

Estimated Work Time: 4+

This person is in charge of creating debate resolutions for upcoming conventions. Not only must this person have the ability to be creative but they must be able to work well with the CIA department for suggestions. They will need to have a plethora of worldly and domestic



knowledge to create new and innovative debates. The Director of Debate Resolutions will also be responsible for writing Debate of the Month.

Director of Court Studies

Estimated Work Time: 4+ hours

The court studies office will be responsible for planning, organizing, and carrying out JSA mock trials. There will be one mock trial at each of the statewide events. At regional events, the office will hold seminars, which instruct JSA members who are interested in mock trial how the judicial process works, and how to get involved in JSA mock trial. The Director of Court Studies, will lead the organization of the mock trial aspect of the court studies department. In addition, the department will include an assistant DoCs who will help the DoCS organize the mock trial aspect. During the actual mock trials, they will help carry out voting and will serve various trial functions. The DoCS should have previous experience in Mock Trials.

Assistant Director of Court Studies

Estimated Work Time: 4+ hours

The court studies office will be responsible for planning, organizing, and carrying out JSA mock trials. He or she will help the DoCS in organizing the Mock Trials, and will also oversee and lead the Mock Trials during conventions.

Parliamentarian

Estimated Work Time: 2+ hours

The Parliamentarian is in charge of finding moderators for Fall and Spring State, and will assist the Mayor in the regional events. The Parliamentarian will train all moderators and ensure that the moderator quality is at its best. This person should be familiar with alternative styles of JSA moderating. The success of debates and how they are run is dependent upon this person.

Assistant Parliamentarian

The assistant parliamentarian will assist the Parliamentarian in training all moderators and ensure that the moderator quality is at its best. This person should be familiar with alternative styles of JSA moderating. The success of debates and how they are run is dependent upon this person.

Director of Debate Research and Quality

Estimated Work Time: 6+ hours

As Chief Commissioner of Debate Research and Quality, you will be researching and preparing the debate blurbs and briefs found in the agenda at a conference. You will be working with the rest of the debate department to make sure all of the blurbs are written for each debate. You will delegate to other members of the Debate Department. Chief Commissioner will also keep track of the quality of each debate and listen to feedback from delegates during the Conventions. It is very important that you can deliver quality research seeing as this is the only background most JSAsers have to the particular issue. You must be logical, knowledgeable on sources of information, and dedicated.



Website Manager

Estimated Work Time: 2+ hours

The Website Manager is responsible for maintaining and overseeing the Pacific Northwest State Website. He/she will work directly with the Chief of Staff to find out what needs to be updated each week. The web page will serve as an informative site for the whole Pacific Northwest State. The Website Manager must be knowledgeable in HTML (and frames of JAVA).

Special Requirements: This job is going to be incredibly important to us next year, so be prepared to work hard! Please contact ifigueroa@jsa.org for an application supplement.

Lieutenant Governors Cabinet

Lieutenant Governor Chief of Staff**

The LtG Chief of Staff will assist the Lieutenant Governor in all aspects of the LtG cabinet. He/She will work with the entire LtG cabinet to ensure that everyone is working efficiently. He/She will take on any necessary tasks and report back to the Lieutenant Governor.

Director of Chapter Fundraising:

Estimated work time: 3 hours per week

As the Director of Chapter Fundraising, your job will be to create ideas for chapters about how they can fundraise. You will work closely with the CIA to contact chapters and help them organize fundraising events.

Activism Department

Director of Activism**:

Estimated work time: 6+ hours

The Director of Activism must have the leadership skills to direct a team that will collectively design powerful, activism components to the three overnight conventions as well as encourage and manage chapter-level activities. In order to succeed as Activism Director, one must be very passionate about getting students involved, excited about the cause the Activism Department chooses, and knowledgeable about the problems that face both our nation and our world.

Assistant Director of Activism:

Estimated Work time: 4+

The Assistant Activism Director Assists the State Director of Activism in planning/executing activism projects. Be prepared to help organize and execute successful activities, make calls to chapters, and contact potential activists within our community! You will be in charge of putting together the political fair at conventions. This requires dedication, persistence and determination. Members of the activism department must be willing to reach out and find organizations to participate in the political fair. The activism department must be well versed in the issues that delegates want to learn more about.

The Communications Department



Editor-in-Chief of the *Intelligencer*

Estimated Work Time: 5+

The job title of the Chief Editor is to look after the staff in the Newspaper. You will be responsible for the layout of the newspaper, finding new ways to get readers to start reading the *Intelligencer* and ensuring that the newspaper offers delegates a wide range of articles that will be interesting to all delegates. You will need to work well with the Website Manager to publish articles online. Past experience in Journalism is strongly recommended.

Staff Writers (5):

Estimated Work Time: 3 hours

Your job will be to work directly with the Editor-in-Chief in writing articles for the PNW Newspaper *The Intelligencer* and the national newspaper *The Junior Statesmen*. You will also help recruit writers for the newspapers and generate articles ideas. You must be creative, self-discipline and organized.

Mayors Cabinet

Vice Mayor

Estimated Work time: 5 hours

The Vice Mayor will work closely with the mayor in planning Regionals and the planning of Winter Congress. He or she will also assist in overseeing the expansion effort for his or her respective region. The Vice Mayor must be motivated to work with many people on cabinet, plan one day regionals and contacting schools in regards to expansion.

Director of Regional Fundraising:

Estimated work time: 3 hours per week

As the Director of Regional Fundraising, you will work with Cabinet to organize fun events for JSAers to attend, that will generate revenue to go to the state.

Expansion Department:

Director of Expansion

Estimated Work Time: 5 hours

As the Director of Expansion, your job is to delegate potential Junior State Chapter President prospects to those representatives in your region. You will need to be an extremely organized individual and have previous experience with either starting a chapter or assisting the growth of a current chapter. As a Director you will be selling JSA to new students and teacher advisors, so eloquence and poise is essential. Overseeing the agents, you will need to provide them with the skills and assets required to starting and maintain a chapter.

Expansion Agents:

Estimated Work Time: 3 hours per week



Representatives will help with expansion in a particular region depending on the location of their high school. They will research new Teacher Advisors/ Chapter Presidents from a particular high school, or call summer school graduates and aid them in starting a chapter. One must be knowledgeable about a successful chapter and have the ability to be friendly to new JSAers. As Representatives you will assist with everything from writing a constitution to helping a student get approval to come to an upcoming convention. Also, seeing as the Pacific Northwest has the ability to grow, this department will expand leaving a chance for rapid advancement in the department.